The following list is provided for your use in preparing for your trip to Newport.

1. Contact with the designated U.S. Security Cooperation Officer (SCO) in your country:
   Have you established initial contact with the SCO at the U.S. embassy in your country for briefings and issue of Invitational Travel Orders?

2. Passports and Visas
   a. Do you and your dependents have passports that are valid throughout the entire length of your visit?
   b. Are the visas good throughout the visit?
   c. Do you have A-2 status, a Visa stamped: D/S, and Multiple Entry?

3. Invitational Travel Orders
   a. Do you have the original orders and 3 copies of the ITO?
   b. Have you had the ITOs thoroughly explained to you by the SCO?
   c. Are all items filled out properly?

4. Survey and Biography
   a. Have you completed the electronic forms that were emailed to you by staff at NWC?
   b. Have you provided NWC with your Biography?

5. Sponsor (excluding IMSOC)
   a. Have you contacted the NWC IMSO for the contact information of your sponsor?
   b. Have you corresponded with your sponsor?
   c. Have you confirmed that your sponsor will meet you and your family at the airport or train station upon your arrival?

6. Travel Information
   a. Have you confirmed travel reservations to Providence, Rhode Island?
   b. Is your SCO aware of your travel itinerary?
   c. Is your sponsor also aware?

7. Personal Shipments
   a. Have you arranged to have the appropriate uniforms with you for the season (October-April: winter uniform / May-September: summer uniform)? You will take a photo in the seasonal dependent uniform (or equivalent) during orientation.
   b. Have you arranged to have off-season and formal uniforms sent to Newport?
   c. Have you arranged shipment of personal goods through a freight forwarder with offices in Boston or New York?
   d. Is the freight forwarder licensed to do business as a Customs House Broker?
   e. Do you have your Bill-of-Lading for each shipment?

8. Pay: Do you fully understand the allowances and pay you will receive from either your country or through the IMET program while at NWC?

9. Personal Expenses: Have you brought sufficient funds to cover initial costs upon arrival in Newport? This includes lodging, meals, and incidentals.

10. Driver’s License: Have you and other members of your family over the age of 16 obtained a driver’s license from your country?

11. Mail: Have you made arrangements to have your mail forwarded to Newport?
12. Medical
   a. Do you have a thorough understanding of the limits of medical care provided by the U.S. Navy, as contained in your ITO and as briefed by the SCO in your country?
   b. Do you have medical coverage for your dependents through your Navy or through an insurance program? This must include pregnancy insurance for your spouse, if necessary.
   c. Do you have a medical history of yourself and your dependents?
   d. Do you have a record of immunizations for yourself and your dependents?
   e. Are dates of immunizations for your children written on the immunization sheet (month/day/year)?

13. School Enrollment
   a. Do you have documentation for dependents to support the following?
      (1) Child’s age
      (2) Child’s educational record
      (3) Child’s immunization
      (4) Child’s medical examination

14. Country References
   a. Do you, your spouse, and your children (if desired) have traditional national dress that you may want to wear at specific events during your stay at NWC, or during show-and-tell events at your child’s school?